E APR 1063

Henorable Bernard L. Boutin Administrator, General Services Administration Washington 25, D.C.

Dear Mr. Boutin:

Thank you for your letter of 19 April 1963 to Mr. McCone suggesting that Mr. and I attend the conference for Records Management Officers to be held during the period 17-20 June 1963.

I regret that I will be unable to attend the conference, but is planning to represent the Agency. I am certain he will find it equally as profitable this year as he did in 1962.

I wish the conference every success.

Sincerely,

L. K. White Deputy Director (Support)

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DE/S 63-1644 - Letter to DCI fr GSA dtd QApr 63 re: Conference for Agency Records Management Officers - June 17-20, 1963

APR 24

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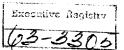
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GENERAL SERVICES ADMINISTRATION



Washington 25, D.C.

APR 1 9 1963

Honorable John A. McCone Director, Central Intelligence Agency Washington 25, D.C.

Dear Mr. McCone:

The General Services Administration will conduct a special conference for Agency Records Management Officers and their superiors during the 4-day period June 17-20, 1963.

The conference will enable participating officials to explore recent developments in the field of records management and to consider how best to use them in improving the efficiency and effectiveness of Federal paperwork operations and activities.

The attached agenda lists the subject matter areas to be considered at the conference. There are 11 sessions including three in the evenings. Leadership for the sessions will be provided by outstanding Government specialists in each of the subject matter areas. Session leaders will develop essential information, raise important issues, and advance new perspectives. Attending officials will participate in open discussion, an integral part of each session.

The conference will be held at the Washingtonian Motel, Rockville, Maryland. There will be no participation fee but the Departments and Agencies will be expected to pay the travel and per diem expenses of their representatives.

We hope that the Central Intelligence Agency will be represented at the conference. We suggest that you may wish to have Mr. and Col. L. K. White attend. Of course, if you prefer to have someone else attend, we will be glad to have your nomination.

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BERNARD L. BOUTIN

yours.

Administrator

Sincerely

Enclosure

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Approved For Release 2002/07/29: CIA-RDP80B01676R002900020007-4 FEDERAL RECORDS MANAGEMENT OFFICERS CONFERENCE

AGENDA

	<u>Session</u>	Topic					
	·	MONDAY, JUNE 17					
1	Morning	What Does Professionalization of Records Management Mean?					
2	Afternoon	Appraising Program Effectiveness					
3	Evening*	A Research Program for Records Management					
		TUESDAY, JUNE 18					
4	Morning	Paperwork Management as an Inventory of Information					
5	Afternoon	Classification Doctrine in Paperwork Management					
6	Evening*	A Research Program for Records Management					
•		WEDNESDAY, JUNE 19					
7	Morning	Paperwork and Procedural Analysis					
8	Afternoon	Paperwork as Data Flow					
9	Evening*	A Research Program for Records Management					
		THURSDAY, JUNE 20					
10	Morning	Productivity and Quality Control					
. 11	Afternoon	Training and Development of Records Analysts					
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